

Section 1: PURPOSE

To establish a guideline for time off requests for City of Manteca employees who are registered to vote. The City encourages employees to participate in the voting process.

Section 2: DEFINITION

Employees who are registered voters may claim necessary time off to vote at statewide elections under the following provision of the state election code:

Section 14350: "If a voter does not have sufficient time outside of working hours to vote in a statewide election, the voter may, without loss of pay, take off enough working time which when added to the voting time available outside of working hours will enable the voter to vote."

Section 3: POLICY

Employees are encouraged to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, employees will be granted up to one hour of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice may be required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.